



COUNTY OF MONO

JOB ANNOUNCEMENT

Filing Deadline:

Open Until Filled

INTERNS

Community Development Department
Mammoth Lakes or Bridgeport
Public Works Department
Bridgeport

Salary:

Intern I (High School) \$8/hr.
Intern II (Undergraduate) \$10/hr.
Intern III (Graduate) \$12/hr.

The County of Mono is accepting applications for Interns with the Community Development Department in either Mammoth Lakes or Bridgeport and for the Public Works Department in Bridgeport. These are temporary positions, limited to no more than 1,000 hours and with no benefits.

Job Duties with Community Development include the following:

- Geographic Information System database development, manipulation, and mapping.
- Conducts resource inventories and environmental assessment work on planning projects and on transportation related plans.
- Assists in compiling planning documents and related graphics for final publication.
- Conducts research regarding transportation and economic development issues.
- Assists in compiling statistics.
- Provides general assistance to planners in transportation, land use, environmental, and economic development-related issues.
- Assists in developing recommendations for agricultural preservation contracts.
- Assists in planning permit research and staff report preparation.

Minimum Requirements: Enrollment in or recent graduation from college with some course work in planning, environmental resources, community development or a related field. Graduates are highly desirable. Note: Local high school students that exhibit exceptional interest and motivation in the community development field may qualify. Could be a 3-5 month assignment depending upon hours worked per week.

Job Duties with Public Works could include any of the following, depending on training, skill or experience:

- Grant writing.
- Civil engineering design work.
- Construction inspection.
- Assists with parks, facility design, and management.
- Develops plans and specifications.

Minimum Requirements: Enrollment in or recent graduation from college with some course work in civil engineering, construction, or a related field.

Application Process: For a complete job description and application contact the County Administrative Office at (760) 932-5410 or print from the website listed below. This position is open until filled. This is being advertised "In-County" as well as to the general public. Qualified County employees that have attained permanent status will be given hiring preference. All completed County applications received in our office will be considered. Faxed applications will be accepted provided the application with the original signature is mailed to the address below.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE -- HR
P.O. Box 696 ~ Bridgeport, California 93517
(760) 932-5410 ~ (760) 932-5411 (FAX) ~ website: www.monocounty.ca.gov
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